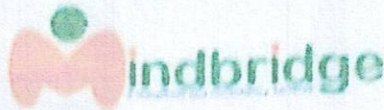


Resend



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Ramon, Nestor Date of Rating: Date Rated: 12/11/2025
 Position: Teacher Truck Driver
 Location: SPICACALCA Department: Logistics
 Rating Period: MAY 2025 TO APRIL 2026
 Purpose of Rating: 3RD MONTH EVALUATION

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form

FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own & related work 9 to 10 pts	Has required knowledge of own & related work 7 to 8 pts	Has required knowledge of own work only 5 to 6 pts	Needs additional instruction and guidance 1 to 4 pts	9
	Remarks:				
2. PRODUCTIVITY	Usually exceeds standards 9 to 10 pts	Meets standards 8 to 9 pts	Seldom meets standards 6 to 7 pts	Never meets standards 1 to 5 pts	30
	Remarks:				
3. INITIATIVE	Always 9 to 10 pts	Usually 7 to 8 pts	Sometimes 5 to 6 pts	Barely 1 to 4 pts	9
	Remarks:				
4. DEDICATION TO DUTY	Always dedicated to duty 9 to 10 pts	Usually dedicated to duty 8 pts	Sometimes dedicated to duty 5 to 7 pts	Barely responds to company needs 1 to 4 pts	9
	Remarks:				
5. COOPERATION	Always cooperative 9 to 10 pts	Usually cooperative 8 pts	Sometimes cooperative 5 to 7 pts	Barely cooperative 1 to 4 pts	9
	Remarks:				
6. ATTENDANCE & PUNCTUALITY:	Fardness w/n the allowable no or less 9 to 10 pts	With written warning/s (1st Offense) 7 to 8 pts	With one (1) day suspension (2nd Offense) 5 to 6 pts	With 3 days suspension (3rd Offense) 1 to 4 pts	10
	Remarks:				
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts	9
	Remarks:				
TOTAL					85%

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments: _____

Area of Strengths: MEETS STANDARD

Area of Weaknesses / Development: MEETS STANDARD / DEDICATED & COOPERATIVE TO DUTY

Area of Weaknesses / Development: MEETS STANDARD

Rated By: DANIEL REYNOLDS
Printed Name & Signature

Date: 8-29-2025
(mm / dd / yy)

Acknowledged By: Nestor D. Ramos
Printed Name & Signature

Date: 9/2/25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by: ALVIN J. FERNAL
LOGISTICS MANAGER

Approved by: MARICRIS ARIOLA
OIC HR AND ADMIN HEAD

President's Signature: _____

Date Signed: _____
mm / dd / yy

Date Signed: _____
mm / dd / yy

Date Signed: _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 05/17/25 Present Rate: Per Trip _____
mm / dd / yy

Date Appointed to Present Position: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____

Approved Recommended Rate: _____

Approved Recommended Position: _____

Effectivity Date: _____
mm / dd / yy

Reviewed by: [Signature]
Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate



[Signature]